



King County

TEMPORARY ELECTION WORKER (ADMINISTRATIVE SPECIALIST I) KING COUNTY ELECTIONS OFFICE

Hourly Rate: \$14.93

Job Announcement: 06KP6034

OPEN: 4/24/06 CLOSE: Open Continuous

WHO MAY APPLY: This is a temporary, intermittent position filling multiple vacancies, and is open to all qualified applicants. Previous temporary Election Office employees must reapply to be considered for future work, so that we can maintain accurate, current records.

WHERE TO APPLY: Required forms and materials must be sent or delivered to: **King County Human Resources Division, 500 4th Ave, Room 450, Seattle, WA 98104.** Application materials must be received by 4:30 p.m. on the closing date (Postmarks are not accepted). Contact Kathy Petersen at (206) 296-3695 for inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED:

1. Completed [King County Application and Applicant Data Sheet](#)
2. Supplemental Application: Elections Skills Inventory Form (attached below)

WORK LOCATION: Work location varies depending on temporary position assigned. Typical locations include Temporary Elections Annex, 9010 E. Marginal Way S., Tukwila; and King County Administration Building, 500 Fourth Avenue, Seattle.

WORK SCHEDULE: These positions are short-term and temporary positions and are not benefit eligible. There is no guarantee of continuous employment, or of a full day of work on any one assignment. Hours worked depend on temporary position assigned and the cyclical work needs of the Elections Office. Schedules are typically daytime schedules. These temporary positions are not exempt from the provisions of the Fair Labor Standards Act and are overtime eligible.

PRIMARY JOB DUTIES: The Elections Office is recruiting for applicants to create a roster of skilled temporary employees, who will work on an on-call, intermittent, part- and full-time basis. Work will support special, primary and general elections starting in the Fall of 2006. Employees will perform a variety of duties necessary to support the administration of public elections in King County. Specific job functions will vary based on the needs of the Elections Office at the time of hiring. Duties include but are not limited to:

- Staff Phone Bank - answer incoming calls, provide basic election information, look up voter information using a personal computer, and/or call voters to verify information;
- Process incoming voter registration requests - search for matching records, enter voter information and initiate voter registration card issuance;
- Prepare materials for election day distribution;
- Process incoming mail ballots including signature verification, envelope opening, ballot inspection, and tabulation;

- Other duties as may be assigned.

QUALIFICATIONS: The most competitive applicants will have skills and experience in one or more of the following:

- General office principles and practices;
- Data entry with accuracy and speed; minimum of 7,000 keystrokes per hour required for assignment to Call Center and Data Entry Support;
- Demonstrated computer skills using a Windows-based PC;
- Handling a multi-line telephone system, TTY machine, fax machine, copier, label maker, and printer;
- Filing and record keeping with a high level of accuracy, while performing repetitive tasks;
- Ability to follow directions and conform to strict rules and regulations;
- Demonstrated ability working independently and/or as part of a team;
- Ability to gain functional knowledge of elections terminology and office processes in short time span; and
- Ability to prioritize and complete multiple tasks simultaneously in an efficient and accurate manner.

SELECTION PROCESS: Applicants may be called for further processing and/or computerized testing of office and computer skills. Screening will occur on an ongoing basis, and highest rated candidates will be called in to work first.

UNION MEMBERSHIP: These positions are represented by Teamsters Local 117 Administrative Support.

CLASS CODE: 4201100

**KING COUNTY ELECTIONS OFFICE
TEMPORARY ELECTION WORKER
(Administrative Specialist I)
LIST OF ELECTION ACTIVITIES**

Work location: Unless otherwise noted, work typically takes place at the Temporary Elections Annex, 9010 E. Marginal Way S.

Hours of work: 8:00 a.m. – 4:00 p.m. unless otherwise noted. Must be available to work overtime including evenings and weekends.

(1) Job Title: Call Center/Data Entry Support **Work Location:** King County Administration Building, 500 4th Avenue

Hours of work: 8:30 a.m. – 4:30 p.m.

Job Duties: Answer incoming calls and provide voter registration and election related information to customers, place calls to voters to verify voter information, enter data and validate voter information for various election related activities.

(2) Job Title: Canvasser for Polls

Job Duties: Following the election, account for all of the absentee ballots and ballots voted at the polls. Reconcile poll books and absentee ballots. Audit and account for ballots. Compile correct and accurate reports.

(3) Job Title: Help Desk

Hours of work: 5:45 a.m. – 10:00 p.m. Must be available to work overtime on election days.

Job Duties: On Election day, staff the help desk to provide centralized support to poll worker staff and dispatch troubleshooters in the field.

(4) Job Title: Opener/Duplicator

Job Duties: Open and separate envelopes and ballots, inspect ballots, account for ballots and envelopes, complete batch ticket information. Duplicate damaged or write-in ballots.

(5) Job Title: Reconciler

Job Duties: Must be able to work in a windows- based computer application for reconciling absentee ballot envelopes with reports generated. To review signature through visual comparison, correct others work, pay high attention to detail, have basic math skills, and the ability to research and problem solve.

(6) Job Title: Tabulator

Job Duties: Process ballots through electronic tabulation machines, ensure accurate processing, account for ballots through count verifications and complete batch ticket information.

(7) Job Title: Trouble Shooter
County

Work Location: Varies zones throughout King

Hours of work: 5:45 a.m. – 10:00 p.m. Must be available to work overtime including evenings and weekends, maintain a valid Washington State Driver's License and have access to a private automobile for transportation.

Job Duties: Travel in private auto in an assigned geographic area of King County to provide on site support to area polling locations.

(8) Job Title: Verifier

Job Duties: Work in a windows based computer application to verify signature through visual comparisons. Review signatures and code envelopes as appropriate. Account for activity completed on a batch ticket.

SUPPLEMENTAL APPLICATION: KING COUNTY ELECTION TEMPORARY (ASI) - Elections Skills Inventory Form

POSITIONS INTERESTED IN: (Check as many as apply):

- ☐ Canvasser for the Polls ☐ Trouble Shooter ☐ Help Desk ☐ Call Center/Data Entry Support
☐ Tabulator ☐ Opener/Duplicator ☐ Verifier ☐ Reconciler

NAME _____ **TELEPHONE** _____
EMAIL _____

Check the skills that you possess. Indicate number of years of experience, and Title and Employer where skill used. This form will provide additional information about your specific skills. **NO ONE PERSON IS EXPECTED TO POSSESS ALL OR EVEN A MAJORITY OF THESE SKILLS.** Your application is of interest to us if you have experience in only a few.

Check if you have experience	Skill/Experience Category	No. Years experience	Title and Employer
<i>Example:</i> √	<i>Example: Signature Verification</i>	<i>2</i>	<i>Election temp/King County Elections.</i>
	Use MS Word, Excel, Outlook and Access		
	Filing - alphabetic and numeric		
	Process voter registration information		
	Data entry into a Windows-based format		
	Answer a large volume of incoming customer calls		
	Worked with federal and state elections laws in any capacity		
	Lead a small team in a production-oriented environment		
	Interact with an automated phone-based information line		
	Balancing or reconciling accounts or similar		
	Absentee ballot opening - open envelopes and remove ballots		
	Operating copier or document scanner, including feeding paper and resolving problems		

	Alternative Language Skills (read and/or write in Chinese, Spanish, etc.)		
	Electronic Signature Verification - compare written signature to signature on computer screen		
	Ability to read and follow a road map to unfamiliar destinations		
	Move and/or transport items weighing up to 50 pounds; use a hand truck, etc.		
	Drive a truck or small cargo van to deliver or pick up supplies		

NOTE: office and computer skills will be validated through computerized testing.